



**CITY OF TEMPE, ARIZONA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

REQUEST FOR STATEMENT OF QUALIFICATIONS

**EAST VALLEY BUS
OPERATIONS AND MAINTENANCE FACILITY
ADDITIONS
(REISSUED 08-11-09)**

PROJECT NO. 6003412

CITY COUNCIL MEMBERS

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This reissued RFQ supersedes the original RFQ published on July 13, 2009. All changes to the original are shown in italics and underlined.

SECTION I – SCOPE OF SERVICES

The City of Tempe is inviting your firm to submit a Statement of Qualifications for providing various Engineering and Architectural Services for the East Valley Bus Operations and Maintenance Facility Additions Project.

The East Valley Bus Operations and Maintenance (EVBOM) Facility is located at 2050 W. Rio Salado Parkway in Tempe, Arizona.

BACKGROUND

The City of Tempe Transportation Division provides transit service to the cities of Tempe, Scottsdale and the surrounding areas through a contracted transit service provider.

As part of the Regional Public Transportation Authority/Valley Metro, the City of Tempe completed the new East Valley Bus Operations and Maintenance Facility on a 25-acre parcel of land in Tempe in the Fall of 2007. The site is part of a larger City-owned parcel along Rio Salado Parkway, near the intersection of Rio Salado and First Street in Tempe. This new complex allows the City to own its own facilities, thus having the opportunity to provide a better working environment for the transit service employees to operate, maintain, and service the anticipated 250 buses to be located at the new East Valley Bus Operations and Maintenance Facility.

The 250-bus facility includes Administrative Offices, Operations/Driver facilities for over 600 bus operators, a Bus Maintenance building, bus canopies to provide shade for a portion of the buses while parked, and a full LNG and partial CNG Fueling Center with Fare Retrieval and Bus Wash.

As part of the American Recovery and Reinvestment Act (ARRA) of 2009, the City of Tempe has received approximately \$6.5 million for design and construction of additions and improvements to the EVBOM. Since this project is federally funded through FTA and part of ARRA, all of the normal FTA requirements must be met under a fast track design and obligation schedule. The environmental approval is currently being reviewed by FTA and a design concept report (DCR) is not required because improvements included in this project were included in the original scope of the existing facility.

PROJECT OBJECTIVES

In the spring of 2009, the City of Tempe hired RNL to conduct a study to evaluate the additions and improvements that could be made to the EVBOM within the budget available from FTA. The following is a summary of the items evaluated by RNL:

Item 1 – Add Shade Canopies tot existing bus parking.

Item 2 – Pave the southwest corner of the site, add canopies for 60 foot buses and add Dial-a-Ride Facility.

- Item 3 – Pave site area south of the Public Works Fueling area and add canopies for additional buses (currently not part of the EVBOM site).
- Item 4 – Add speed gates at the main entry to the facility.
- Item 5 – Add two 45 foot bus 2 post in ground lifts to existing bus bays.
- Item 6 – Add a second chassis wash lift to the maintenance building.
- Item 7 – Expand the CNG-bus Fueling Station.
- Item 8 – Add Diesel-Bus Fueling System.
- Item 9 – Develop a Cash Handling Building and remove from fuel islands.
- Item 10 – Add shade canopy to CNG De-fueling and work area.
- Item 11 – Add shade structures to Administration Building employee courtyard.
- Item 12 – Add heat locations to Maintenance Building repair bays.
- Item 13 – Add shade canopies to the Administration Building Lobby.
- Item 14 – Add blowers to bus wash lanes.
- Item 15 – Miscellaneous Items.

For the complete report, see Exhibit A. The City will prioritize the final improvements prior to the preparation of Construction Documents. Exhibit B is the existing Site Plan of the facility. As-built Drawings of the existing EVBOM are available for review only at the City of Tempe Public Works Engineering Office, 31 E. Fifth Street, west wing, garden level. Please call 480-350-8200 to make an appointment to review this material.

Exhibit C is the Disadvantaged Business Enterprise Program Professional Services Contract Clause that will be part of the design contract for this project. This document includes the DBE requirement of 10.39% for the design of the project.

Construction of this project is expected to start in February 2010.

Site Tour: A site tour may be scheduled for firms that are selected to interview for the project based on the SOQ review results.

SECTION II – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The short-listed firms will be selected through a qualifications-based selection process. Firms interested in providing design services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General Information. (10 points)

1. Provide a general description of the firm and/or team inclusive of a statement of professional skills, experience and ability to complete the project as described.
Provide an organization chart showing key personnel

B. Experience and qualifications of the firm/team. (25 points)

1. Identify at least four comparable projects which the firm has completed. Special consideration will be given to firms that have provided services on similar successful projects.

For each comparable project identified, provide:

- Description of project
 - Role of the firm (Specify whether prime or sub-consultant and identify the percent and type of the work self-performed. Also, specify services provided during design, bid and construction phases, as applicable.)
 - Project's original contracted cost and final cost
 - Contract dates (Specifically include contractual completion date vs. actual completion date.)
 - Project owner
 - Reference information (two names with telephone numbers per project)
2. Identify the location of the firm's principal office and percent of the work expected to be done locally.

C. Experience of key personnel to be assigned to this project. (30 points)

1. Key Project Team Members. Please describe the availability of key team members and sub-consultants with an explanation of their overall qualifications and their proposed roles on the project.
2. Identify the home office location of key staff on this project, their length of time with the firm and the percent of their work to be done locally.
3. List any proposed sub-consultants, including key staff names and the experience and qualifications of these individuals.

D. Understanding of the project and approach to performing the required services. (30 points)

1. Provide a description of your team's project approach for this project. Discuss the major issues your team has identified on this project and how you intend to address those issues.
2. Provide a project schedule to complete the project, excluding City review periods.
3. Describe your team's project management approach, coordination, cost controls, work quality, and timeliness on similar types of work.
4. Any special skills or qualifications which are particularly adaptable to this specific project.

E. Overall evaluation of the firm/team and its perceived ability to provide the required services. (5 points)

This is to be determined by the selection panel members. No submittal response required.

SECTION III - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications, **which includes a one-page cover letter plus a maximum length of twenty pages at least 11 point font to address the SOQ criteria (excluding resumes, but including organizational chart).** Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Please provide **one (1) original and eight (8) copies of the Statement of Qualifications, total of nine (9), at the time and date listed below in the schedule.**

On the submittal package, please display: firm name, project number, and/or project title.

Interested teams are invited to respond in writing to:

Andy Goh, P.E.
Deputy PW Manager/City Engineer
Public Works Department, Engineering Division
31 E. Fifth Street
Tempe, AZ 85281

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date, time, and place.
- The number of originals and/or copies of the submittal specified.
- Email submittals will not be accepted.

Adherence to the maximum page criterion is critical; each page side (maximum of 8 ½" by 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages. The City of Tempe reserves the right to accept or reject Statement of Qualifications that exceed the maximum page limit.

SECTION IV - SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each Statement of Qualifications (SOQ) according to the above criteria and select up to five firms for invitation for interview. Based on the results of the scoring criteria for interviews as listed below, a final list of firms will be established. The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview and scope meeting dates.

	<u>Schedule</u>
SOQ's due	<u>September 11, 2009, at 2:00 p.m.(MST)</u>
Interview	To be determined
Scope meeting	To be determined

The City will enter into negotiations with the first firm on the final list and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the committee selected best-qualified firm, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

SECTION V - SOQ AND INTERVIEW CRITERIA AND WEIGHTED SCORING

The SOQ weighted scoring (100 points per firm maximum) is only used to determine the firms that will be invited for interviews. The interviews will have a separate weighted scoring (100 points maximum as determined by the Selection Panel) that will be utilized to create the final list as listed in the following table:

Interview Weighted Scoring	
Criteria	Maximum Points
1. Presentation	
• General Information	10
• Experience and qualifications of the firm/team	20
• Experience of key personnel to be assigned to this project	20
• Understanding of the project and approach to performing the required services	20
Total Presentation Points	70
2. Questions and Answers related to presentation criteria above	25
3. Overall evaluation of the firm/team and its perceived ability to provide the required services	5
Total Points for Interviews	100

Detailed interview weighted scoring criteria based on the above table will be given to the invited firms with the invitation letter notifying them of the time, date and location of the interviews. Any information derived from contact with the references listed in the SOQ may be used in the scoring of Item 3 of the Interview Weighted Scoring.

SECTION VI - GENERAL INFORMATION

RFQ/ RFQ Holder Lists. The RFQ and RFQ Holder list are available on the City's website at: <http://www.tempe.gov/engineering/rfq>. Firms who receive a copy of this packet must register as an RFQ holder on the website.

Instructions. The City of Tempe shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualification holders.

City Rights. The City of Tempe reserves the right to accept or reject any or all SOQ's, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ's received.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including, but not limited to, the evaluation panel, the City Manager, Assistant City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

Questions. Questions pertaining to this selection process or contract issues should be directed to Mark Weber P.E., Principal Civil Engineer at 480-350-8526.